



**City of South Bend**

**Vacancy Announcement**

**Post Date: Tuesday, June 17, 2014**

**Closing Date: Until Filled**

## **YOUTH INTERN**

**Category: Part Time/Non-Exempt/Non-bargaining**

**Department: Parks**

**Reports To: Program Coordinator**

**Shift: Varies; Monday-Friday, 8 AM-8 PM. Some weekends, holidays, 3-5 hours/day, 4 months**

**Pay Rate: \$8.00/hr.**

**Position: SUMMARY**

Assists in several areas implementing various programs within the Parks & Recreation Division (Martin Luther King & Charles Black Centers). Works and observes in different facilities/programs. Personal contact will be with staff, participants and the general public.

**SUPERVISION EXERCISED**

N/A

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists with the implementation of classes, programs, and events.
- Greets customers, register participants for classes/programs at different facilities.
- Demonstrates to participants proper techniques with sports equipment and on exercise equipment.
- Helps with the production and dissemination of printed and electronic marketing materials.
- Assists with marketing of programs utilizing and tracking current media trends.
- Assists with the recruitment of participants for various programs and/or events.
- Attends divisional and departmental staff meetings and monthly Park Board meetings.
- Assists custodial staff with keeping facility clean and safe for participants.
- Daily custodial duties that include but not limited to: vacuuming, washing walls, emptying trash, cleaning bathrooms, picking up trash in the park.
- Assists with set up and break down for events and programs.

**QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE**

- High school or college student.
- Has knowledge of, or can easily learn various software applications.
- Creative, imaginative, enthusiastic, resourceful and extremely flexible.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to communicate effectively and work with patrons of all ages.
- Ability to understand and carry out instructions.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- CPR/AED/First Aid Certified or able to obtain one within 30 days of employment.

**EQUIPMENT**

Various sports equipment, personal computer including work processing software, telephone, calculator, copier, facsimile, automobile, vacuum, mop.

**WORK ENVIRONMENT**

Work is performed in various work environments; office setting, parks, and sport complexes. The noise level is usually moderate but can be loud depending on facility. The weather conditions vary from extreme to mild.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear.

The employee is frequently required to stand, sit, talk, and hear. The employee is required to walk, bend and lift; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl and may be required to walk or stand for short or long periods. Specific vision abilities required in this job include visions and the ability to adjust focus.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

**Pre-employment drug screen required**

**Criminal background check required**